Before grading, please make sure your all your students who attended class have attendance hours. Be sure to drop students who did not attend class with NS from your drop roster. Dropping students must be done <u>before</u> the end of day of your last class meeting.

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STEP 1: In pipeline, click on the "Faculty" tab.

STEP 2: Click on "Class Management and then "Grades"

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Select Term		
Select a Term: Fall 2015 -		
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STEP 3: Select the term and year for which you are entering grades and click "Submit"

STEP 4: Select the course title and CRN and click "Submit"

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Select a CRN	
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STEP 5: You will see your course title, CRN and the enrollment count at the top left of the screen. The page will display sets of 25 students. If you have more than 25 students enrolled you will see multiple record sets as shown below.

ourse Informat	peaking - COMM 131 0 18501	plicable). If Con	fidential a	appears next to a student's	name, director	y inform	nation may not be r	eleased.		
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ecord Sets: 1 -	he grades often. There is a	60 minute time	e limit st	arting at 11:42 am on Jur	16, 2015 for	this pa	ge.			
nal Grades ecord Number S	Student Name	ID	Credits	s Registration Status	Grade		Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number	
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The Names of the enrolled students will appear along with the student's SBCC ID. If a student has withdrawn from your course, the grade roster will identify under the section "Registration Status" as *Withdrawn After Census Not Gradable.* Under the "Grade" column <u>please assign a grade for each</u> <u>student who has posistive attendance only</u>. Do not grade students who did not attend. Once grades have been entered for all students, you must click on the "Submit" button before you can move on to the next record set (page) of students. In the example below, once you have entered the grades for the first 25 students, you would click "submit" before moving on to students 26-30 on the next page. You do not need to enter any information into the "Last Attended Date" section.

NOTE: Please be sure to review the grades that you entered for each student prior to clicking on the submit button. Once you submit the grades they will be locked at 11:59pm daily. Grade changes after this time will need to be requested through the Information & Registration Office.

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Grade key: P - Passed class NP - No pass SP - Satisfactory Progress (effective spring 2017 - for noncredit classes only, if no grading of P/NP, please use this grade)

Contact your program manager as to what grades you will use for your program